Government of Canada — Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

To: - A :	PST N° - N° de TPS	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
ASSOCIATES GROUP OF COMPANIES (THE) 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA	As per standing offer Selon l'offre permanente	Bedard, Jade	613-946-9012	613-960-4956	**4500130497**
	Standing offer No. - N° d'offre permanente: E60ZN-110002/123/ZN				Order date / Date de la demande: **10/06/2016**

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le
103045					**09/21/2016**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation,security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02).		s.19(1)			
00010	**-Temp Help - Administrative**	**HR**	**285.000**	**19.20**		**5,472.00**

Approved by Approuver par	Name of referral Personne référée	Contact person Personne contact	Classification Classification	Clearance Côte sécuritaire
Daniele Menard	Safete Shaipi		Advanced Administrative	Secret

Language requirements Exigences linguistiques	Hours of work Heures de travail	OverTime Heures supplementaires	Reason call-ups Motif	Period of Contract Periode du contrat
Bilingual	285	N/A	A position is vacant and staffing action is being completed.	From: 10/11/2016 To: 12/02/2016

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB Destination	**5,472.00**
		Terms of payment - Modalités de paiement: DD NET 30 DAYS	T. taxes - T. taxes / CAD: **711.36**
			T. Amount - Montant T. / CAD: **6,183.36**

Special Instructions - Instructions spéciales

To the Supplier: *Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified* hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-aprés, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distibuted in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection32(1) *of Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques.*

PR 1000021674 on 4/10

Signature — Date

Approved for the Minister — Approuvé pour le Ministre

[signature] — 2016-10-07

Signature — Date

MÉLANIE BEAUVAIS LEFORT

Canada



Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Order No.
N° de la demande
4500130497

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Financial Codes / Codage financier — Amount / Montant 3601 -74000 - 15 -1100 == The currency of this P.O. is - La devise de ce bon est : CAD ==					

Amount - Montant / CAD	5,472.00
T. taxes - T. taxes / CAD	711.36
T. Amount - Montant T. / CAD	6,183.36

Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

To: - A	PST N° - N° de TPS	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
ASSOCIATES GROUP OF COMPANIES (THE) 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA	As per standing offer Selon l'offre permanente	Bedard, Jade	613-946-9012	613-960-4956	4500130497

Standing offer No. - N° d'offre permanente	Amendment No. - N° de la modification	Previous Value - Valeur précédente	Admend Date Date de la demande
E60ZN-110002/123/ZN	001	5,472.00	10/18/2016

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc /Dec. - Aug /Dim.	Revised value - Montant révisé	Date required - Demandé pour le
103045					4,896.00-	576.00	09/21/2016

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Call-up Cancelled as the resource did not met the mandatory requirement of being able to use the travel system. She worked 3 days at 7.5 hours and came in one day and the client sent her back home, so we will keep an extra day as the company can charge us for this day. Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation,security); - Review formatting of various adherence to departmental guidelines; and background information and documentation;					

Approved by Approuver par	Name of referral Personne référée	Contact person Personne contact	Classification Classification	Clearance Côte sécuritaire
Daniele Menard	Safete Shaipi	s.19(1)	Advanced Administrative	Secret

Language requirements Exigences linguistiques	Hours of work Heures de travail	OverTime Heures supplementaires	Reason call-ups Motif	Period of Contract Periode du contrat
Bilingual	285	N/A	A position is vacant and staffing action is being completed.	From: 10/11/2016 To: 12/02/2016

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB Destination	576.00
		Terms of payment - Modalités de paiement: DD NET 30 DAYS	T. taxes - T. taxes / CAD: 74.88
			T. Amount - Montant T. / CAD: 650.88

Certified pursuant to subsection32(1) of *Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*.

PR 10000216 74 on file

Signature Date

Approved for the Minister Approuvé pour le Ministre

Mélanie B. 2016-10-18

Signature MELANIE BEAUVAIS Date

Call-up 4500130590 has been made to replace this one / See file 4500130590 for the entire file
Sharepoint → 10000216 74_4500130590

Canada

Government of Canada Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

To: - A :	PST N° - N° de TPS	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA	As per standing offer Selon l'offre permanente	Beauvais-Lefort, M	613-952-2243	613-960-4956	**4500130590**
	Standing offer No. - N° d'offre permanente: EN578-060502/122/ZT				Order date Date de la demande: **10/18/2016**

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le
103357			613-567-8886	613-567-8822	**09/21/2016**

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation,security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02).					
00010	-Temp Help - Administrative	HR	255.000	19.34		4,931.70

Approved by Approuver par	Name of referral Personne référée	Contact person Personne contact	Classification Classification	Clearance Côte sécuritaire
Daniele Menard	Sylvie Legault		Administrative Services Administrative Services	Secret

Language requirements Exigences linguistiques	Hours of work Heures de travail	OverTime Heures supplementaires	Reason call-ups Motif	Period of Contract Periode du contrat
Bilingual	255	No	When a public servant is absent for a temporary period of time	From: 10/19/2016 To: 12/02/2016

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB Destination Terms of payment - Modalités de paiement: DD NET 30 DAYS	4,931.70 T. taxes - T. taxes / CAD: 641.12 T. Amount - Montant T. / CAD: 5,572.82

Special Instructions - Instructions spéciales

To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-aprés, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distibuted in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection32(1) of *Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques.*

1R 1000021674 on file

Signature Date

Approved for the Minister Approuvé pour le Ministre

[signature] 2016-10-18

Signature Date

MELANIE BEAUVAIS LEFORT

Canada



Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to December 2, 2016. Language Required: Bilingual Security: Secret Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON Start & End Date: October 11, 2016 to December 2, 2016 Duration: 285 hours Number of Hours per week: 37.5 / Week Overtime: No Travel & Living: No The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to: Make travel arrangements for conferences and meetings through HRG system; Arrangements for new employees (workstation, security); Review formatting of various for adherence to departmental guidelines; and assist in the scheduling and organization of meetings and in collecting background information and documentation; Be able to lift heavy boxes; Act as back-up for the executive assistant (AS-02). Mandatory Criteria: Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint); **Recent experience with HRG system for travel arrangements.** Financial Codes / Codage financier — Amount / Montant 3601 -74000 - 15 -1100 == The currency of this P.O. is - La devise de ce bon est : CAD ==					

Amount - Montant / CAD
4,931.70

T. taxes - T. taxes / CAD
641.12

T. Amount - Montant T. / CAD
5,572.82

Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

To: - A :	PST N° - N° de TPS	Contact - Personne-ressource	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA	As per standing offer Selon l'offre permanente	Beauvais-Lefort, M	613-952-2243	613-960-4956	4500130590

Standing offer No. - N° d'offre permanente	Amendment No. - N° de la modification	Previous Value - Valeur précédente	Admend Date Date de la demande
EN578-060502/122/ZT	001	4,931.70	11/29/2016

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé	Date required - Demandé pour le
103357			613-567-8886	613-567-8822	6,527.25	11,458.95	

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Amd 001 - The purpose of this amendment is to extend Temp help until February 3, 2017 *** *** *** Text changed ***					
00010	-Temp Help - Administrative Delivery date - Date de livraison Day 09/21/2016 The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001. Language Required: Bilingual	HR	255.000	19.34		4,931.70

Approved by Approuver par	Name of referral Personne référée	Contact person Personne contact	Classification Classification	Clearance Côte sécuritaire
Daniele Menard	Sylvie Legault		Administrative Services Administrative Services	Secret

Language requirements Exigences linguistiques	Hours of work Heures de travail	OverTime Heures supplementaires	Reason call-ups Motif	Period of Contract Periode du contrat
Bilingual	255	No	When a public servant is absent for a temporary period of time	From: 10/19/2016 To: 02/03/2017

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB Destination Terms of payment - Modalités de paiement: DD NET 30 DAYS	11,458.95 T. taxes - T. taxes / CAD: 1,489.66 T. Amount - Montant T. / CAD: 12,948.61

Special Instructions - Instructions spéciales

To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-aprés, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distibuted in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection32(1) of *Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques.*

PR ON FILE 1000021674

Signature | Date

Approved for the Minister | Approuvé pour le Ministre

NOV 29 2016

[signature] NOV 29 2016

Signature | Date

MARIO LACROIX

Canada

000006



Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Security: Secret Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to Febr uary 3rd, 2017) Duration: 285 hours Number of Hours per week: 37.5 / Week Overtime: No Travel & Living: No The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to: Make travel arrangements for conferences and meetings through HRG system; Arrangements for new employees (workstation, security); Review formatting of various for adherence to departmental guidelines; and assist in the scheduling and organization of meetings and in collecting background information and documentation; Be able to lift heavy boxes; Act as back-up for the executive assistant (AS-02). Mandatory Criteria: Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint); **Recent experience with HRG system for travel arrangements.** *** Text changed ***					
00020	**-Temp Help - Extension** Delivery date - Date de livraison Day 02/03/2017 Amendment #1 The pupose of this amendment to extend Temp Help contract until February 3rd, 2017. *** New item *** Financial Codes / Codage financier — Amount / Montant 3601 -74000 - 15 -1100	HR	337.500	19.34		6,527.25

Amount - Montant / CAD	11,458.95
T. taxes - T. taxes / CAD	1,489.66
T. Amount - Montant T. / CAD	12,948.61



Call-Up Against a Standing Offer Temporary Help Amendment
Commande subséquente à une o...e à commandes Modification

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	== The currency of this P.O. is - La devise de ce bon est : CAD ==					

Amount - Montant / CAD	11,458.95
T. taxes - T. taxes / CAD	1,489.66
T. Amount - Montant T. / CAD	12,948.61

Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

To: - A : DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA	PST N° - N° de TPS: As per standing offer / Selon l'offre permanente	Contact - Personne-ressource: Morones, Oliver	Tel. No - N° du Tél.: 613-952-3689	Fax. No. - N° de télécop.:	Order No. - N° de la demande: 4500130590
	Standing offer No. - N° d'offre permanente: EN578-060502/122/ZT	Amendment No. - N° de la modification: 002	Previous Value - Valeur précédente: 11,458.95		Admend Date - Date de la demande: 01/23/2017

Vendor # - N° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc./Dec. - Aug./Dim.	Revised value - Montant révisé	Date required - Demandé pour le
103357			613-567-8886	613-567-8822	1,228.09	12,687.04	

Item No. / Article n°	Description / Description	U of I / U de D	Quantity / Quantité	Unit Price / Prix unitaire	Disc / Disc	Ext.Price / Prix prévu
	Amd 002 - The purpose of this amendment is to extend Temp help until March 3th, 2017 and add 63.5 hrs *** *** *** Text changed ***					
00010	-Temp Help - Administrative Delivery date - Date de livraison Day 09/21/2016 The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001. Language Required: Bilingual	HR	255.000	19.34		4,931.70

Approved by / Approuver par	Name of referral / Personne référée	Contact person / Personne contact	Classification / Classification	Clearance / Côte sécuritaire
Daniele Menard	Sylvie Legault		Administrative Services Administrative Services	Secret

Language requirements / Exigences linguistiques	Hours of work / Heures de travail	OverTime / Heures supplementaires	Reason call-ups / Motif	Period of Contract / Periode du contrat
Bilingual	255	No	When a public servant is absent for a temporary period of time	From: 10/19/2016 To: 03/03/2017

Delivery Address - Adresse de livraison	Invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB Destination Terms of payment - Modalités de paiement: DD NET 30 DAYS	12,687.04 T. taxes - T. taxes / CAD: 1,649.31 T. Amount - Montant T. / CAD: 14,336.35

Special Instructions - Instructions spéciales

To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-aprés, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distibuted in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection32(1) of *Financial Administration Act*
Certifié en vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques.*

PR ON FILE 100021674

Signature | Date

Approved for the Minister | Approuvé pour le Ministre

[signature] JAN 23. 2017

Signature | Date

MARIO LACROIX

Canada



Government of Canada | Gouvernement du Canada

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Security: Secret Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to February 3rd, 2017) Duration: 285 hours Number of Hours per week: 37.5 / Week Overtime: No Travel & Living: No The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to: Make travel arrangements for conferences and meetings through HRG system; Arrangements for new employees (workstation, security); Review formatting of various for adherence to departmental guidelines; and assist in the scheduling and organization of meetings and in collecting background information and documentation; Be able to lift heavy boxes; Act as back-up for the executive assistant (AS-02). Mandatory Criteria: Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint); **Recent experience with HRG system for travel arrangements.**					
00020	-Temp Help - Extension Delivery date - Date de livraison Day 02/03/2017 Amendment #1 The pupose of this amendment to extend Temp Help contract until February 3rd, 2017.	HR	337.500	19.34		6,527.25
00030	**-Temp. Help - Extend of end date** Delivery date - Date de livraison Day 03/03/2017 Amendment #2 The pupose of this amendment is to extend Temp Help contract 4500130590 until March 3rd and this is because we still haven't found someone to fill the AS-01 position. .	**HR**	**63.500**	**19.34**		**1,228.09**

Amount - Montant / CAD	**12,687.04**
T. taxes - T. taxes / CAD	**1,649.31**
T. Amount - Montant T. / CAD	**14,336.35**



Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	*** New item *** Financial Codes / Codage financier — Amount / Montant 3601 -74000 - 15 -1100 == The currency of this P.O. is - La devise de ce bon est : CAD ==					

Amount - Montant / CAD	12,687.04
T. taxes - T. taxes / CAD	1,649.31
T. Amount - Montant T. / CAD	14,336.35